

Reclassifying a Position – This template can be copied and pasted in your email for submitting a reclassification request. Scan and attach any required documents to your email with subject line containing the phrase **HR OTHER**. Be sure image is legible.

Department:

Employee name:

Employee UFID:

Position number:

Reason for Reclassification (**see below):

Compensation Rate (for JRC or RNP):

Project or fund:

Unit contact name:

Unit contact phone:

**Indicate a reason for reclassification, chosen from the following list:

- Job Re-classification (JRC): *A reclassification of a vacant position.*
- Reclass without pay change (RNP): *Reclassification of a filled position with no pay change.*
- Reclass with a pay change (RPC): *Reclassification of a filled position with a pay change.*